

**COLONIAL HEIGHTS RECREATION & PARKS DEPARTMENT  
COMMUNITY ROOM POLICIES AND RENTAL CONTRACT**



**RENTAL INFORMATION**

- The Community Center encompasses the Senior Center, Teen Center, a Multi-purpose Room and the Community Room formally known as the Community Building. **The Community Room is the only portion of the building that is available for rental.**
- The Senior Center, Teen Center, and Multi-purpose Room will be utilized on a daily basis for the programming needs of both populations. A partition separates the Multi-purpose Room from the Community Room.
- Rental reservations are made to individuals **who are residents of Colonial Heights** and whom pay their personal property taxes to the City of Colonial Heights. Proof of residency may be required.
- The Community Room seats up to 96 people and has a stage & kitchen available for use. The ice machine, dishwasher, stove, microwave, and refrigerator are also available for use. Senior Center & Teen Center staff may have to utilize an item in the kitchen from time to time.
- Number of Tables: (15) – 6' Long Tables, (12) – 36" Card Tables, (9) 60" Round Tables, 75 Chairs.
- Rental Fees are due when making your reservation; no hold is placed on dates. **A Rental Agreement must be on file prior to your reserved date.**
- Rental keys may be picked up by 5:00 pm the day of the rental reservation. Weekend/holiday rental keys must be picked up by 5:00 pm on the prior business day. Keys are to be returned the next business day or placed in the drop box outside the Community Center the same date. **THE KEY OPENS THE KITCHEN DOOR (SIDE) OF THE COMMUNITY CENTER.**
- Reservations during the week are from 4:30 p.m. till 11:00 p.m. Reservations for Saturday or Sunday are from 7:00 a.m. to 11:00 p.m. All activities must end by 11:00 p.m. Clean up must be completed by 12 midnight.
- Reservations begin the 1st working day of December for the following year.
- The person making the reservation must be at least 21 years of age, be present for the duration of their use, and is responsible for any damage to building, furniture, and fixtures.
- **Refunds will only be permitted when reservations are cancelled within TWO weeks of the reservation date.**

**RULES OF FACILITY USAGE**

- Flameproof decorations are allowed under the following conditions: No nails, tape, tacks or staples shall be used on walls, ceilings or equipment. Fire extinguishers shall not be covered or obstructed as to prohibit their use in case of an emergency.
- No flammable liquids or materials may be used. No open flames are allowed; lit candles must be covered with globes.
- No money or admission shall be collected on the premises without approval from the Director of Recreation & Parks.
- The sale of food or drink in the facility is prohibited without approval from the Director of Recreation & Parks.
- All renters wishing to hire a DJ must have approval from the Director of Recreation & Parks. DJ's are not permitted unless approved in advance by Director of Recreation & Parks. Except for city sponsored activities, bands are not permitted.
- The installation or use of electrical wiring or appliances on any of the circuits of the building must be approved in advance by Director of Recreation & Parks.
- This is a smoke free facility. Smoking is only allowed in designated outdoor areas. All cigarette butts and ashes must be disposed of properly.
- No rice, glitter, confetti, sparklers, or similar material may be thrown or used inside or outside the facility. Birdseed and bubbles may be used outside only.
- The number of people in the facility and its rooms shall not exceed established and posted capacities.
- Person reserving the facility is responsible for any damages to the facility and its property.
- All materials and equipment brought into the facility or pavilion, including food, beverages, and decorations must be removed immediately following the event. The City of Colonial Heights assumes no responsibility for any property not removed from the premises.
- No alcohol or illegal substances are permitted on the premises.
- Trash must be removed from building and placed in the dumpster in the adjoining parking lot; all tables and chairs must be broken down and put away.

**Violation of any of the above rules may result in forfeiture of use of any Recreation & Parks facility in the future**

I certify that I am 21 years of age, am a resident of Colonial Heights, and that I will abide to the rules listed above. I understand that I must be present at the facility for the duration of the rental. I do hereby agree to completely and unconditionally, indemnify, hold harmless, release and discharge the City of Colonial Heights, its employees and volunteers from all liabilities from injuries or property damage sustained as a result of utilization of the Community Room.

**PLEASE RETURN THIS FORM**

**Print Name** \_\_\_\_\_ **Facility Reservation Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Complete Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell or Alternate Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_